

**QuickFunds**

**PROFESSIONAL DEVELOPMENT  
FOR ARTS EDUCATION**

**Application**



# QuickFunds PROFESSIONAL DEVELOPMENT FOR ARTS EDUCATION

## Application

Neatly handwrite or type in 12-point font. Answer all required narrative questions and attach the completed budget and checklist. Applicant should read Guidelines for current grant program information/eligibility.

Name \_\_\_\_\_

Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

County \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

☐ new address ☐ new e-mail ☐ new phone

Activity Start Date \_\_\_\_\_

Activities cannot begin until 3 weeks after deadline

Total Cost of Activity \_\_\_\_\_

Activity End Date \_\_\_\_\_

Amount Requested \_\_\_\_\_

Write a short summary of your proposal in the space below.

I am a: Teacher/Educator ☐ Teaching Artist ☐ Education Administrator ☐

I reside in State Legislative District \_\_\_\_\_

and in U.S. Congressional District 1 ☐ or District 2 ☐

to find this information go to [idahovotes.gov](http://idahovotes.gov)

I am a U.S. Citizen ☐ or Legal Resident Alien ☐ or Refugee ☐ Years as a resident of Idaho \_\_\_\_\_

If you have received a grant or award, did you submit the required final report? ☐ yes ☐ no

If you are currently enrolled in a degree program, what is your major?

Some degree-seeking students are not eligible, see [this web page](#) \_\_\_\_\_

I certify that the information contained in this application, including attachments and support materials, is true and correct to the best of my knowledge. I have read and agree to comply with the Legal Requirements of accepting this grant.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Budget**

*Neatly handwrite or type in 12-point font. Complete all fields. Round to nearest dollar.*

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

**EXPENSES** for workshops, conferences, gatherings, seminars

FEES (Registration, materials, etc. List below)

**Amount \$**


TRAVEL (list below)

Airfare	
Car Rental/Mileage <i>Cost for travel beyond 25-mile radius. Private vehicle \$.55 ½ per mile.</i>	
Meals <i>not to exceed \$30/day</i>	
Lodging	
Other	
<b>TOTAL EXPENSES (cost of activity)</b>	
<b>TOTAL REIMBURSEMENT REQUEST (up to \$750)</b>	

**Required cash match ratio 1:1 (example: a request of \$750 would be matched by at least \$750)**

## Narrative

1. List the name, dates, and location of the conference, workshop, or seminar you will attend. *Include support materials in your application with information about the opportunity.*

3. Explain the relationship between the professional development support material and the specific activities that you will participate in.

Revised 11/14/2013

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## Checklist

*You should include all items on the checklist. Missing items may affect your score. Be sure to use the correct form and carefully check project start and end dates.*

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

### *INCLUDE THE CHECKLIST PLUS:*

- ☐ completed application form
- ☐ completed budget form
- ☐ one-page response to narrative questions
- ☐ résumé or biographical sketch (up to two pages)
- ☐ support materials  
*Support materials strengthen your application. They might include a letter of acceptance, brochures, articles, workshop information, résumés of master artists, and so on. **No more than 5.***
- ☐ an adequately-sized, self-addressed stamped mailer, if you want work samples returned.